The Town of Yountville

Job Opportunity for
Management Fellow (Limited-Term)

Salary:
$52,993.50 First Year
$58,292.85 Second Year

The Town of Yountville

Town Council Vision Statement

“To provide leadership, inspire community spirit, maintain fiscal health and offer a high level of service to the residents, businesses and visitors in Yountville.”

Town Council Guiding Principles:
• Provide our residents, guests and businesses and our Napa Valley neighbors with high quality public services and facilities
• Encourage citizen engagement and welcome a variety of viewpoints
• Maintain the unique character that is Yountville
• Assure the long-term vitality of our town through good planning and prudent financial management

If you need additional information or have questions, please contact:

Julie Baldia, Management Analyst  Steven Rogers, Town Manager
jbaldia@yville.com  srogers@yville.com
707-944-8851  707-944-8851

Applications material can be e-mailed (preferred method) to Julie Baldia or mailed to Town of Yountville, 6550 Yount Street, Yountville, CA 94599:

Management Fellow Salary and Benefits

$52,993.50 annually for first year, $58,292.85 second year

Benefits:
Health Insurance programs  Vacation: 2 weeks per year
Dental insurance  14 Paid Holidays
Short-term Disability Insurance  12 days sick leave annually
Long-term Disability Insurance  3 Floating Holidays
Eyewear reimbursement program  Note: Town does not participate in Social Security, but does in the Medicare program
Deferred Compensation Match (up to 7%) California PERS Retirement Program - 2%@62

Detailed information about the position description and benefits program can be found on the Town’s website at www.townofyountville.com
The Town of Yountville has a great career launch opportunity for those interested in working in a small local government agency where they will obtain “hands on” working experience in a number of roles and functions. The Town seeks a committed, team-oriented, and highly energetic MPA graduate (or student who has completed core MPA coursework) to join the Yountville team. Our internship is based out of the Town Manager’s Office. The duties and responsibilities of the position are designed to fully engage you in local government and to prepare you for a successful career in local government. This is a full-time, two year limited duration, paid position with benefits.

### Position Summary

The successful candidate will perform a variety of entry-level professional administrative work, research, and analysis in support of the Town Manager’s Office, Town Clerk and Finance Department as well as projects involving other Town departments. The work performed by the intern is not “make work” but that which will have a direct impact on the organization and is designed to improve our operational efficiency. Typical projects will involve building community engagement outreach efforts, operational and departmental policy review and update, research of current topics of note to, internal/external committee assignments, budget development support, and a balance of administrative and operational responsibilities based on interest and organizational need. Our goal is to provide our intern with a good overall working experience in a management capacity and first hand exposure to the unique challenges and opportunities that can be obtained during their two year tenure.

### Core Requirements

- Salary Survey
- Produces the Town’s Monthly Newsletter
- Serves as the staff liaison for the Yountville Arts Commission
- Coordinate and update Town’s Safety and Risk Management Documentation
- Update and develop content for the Town’s website
- Develop and manage the budget process
- Participation in weekly management team meeting with department heads
- Weekly one-on-one meetings with the Town Manager
- Internal and external mentoring opportunities

### About The Town of Yountville

The Town of Yountville (population 2,993) is located in the heart of the beautiful Napa Valley wine country. The Town is less than one square mile, bordered by Oakville to the north and the City of Napa to the south. Residents and visitors alike enjoy the small-town lifestyle coupled with the sophisticated ambiance of premium restaurants, hotels and inns, spas, theater, museum and a 9-hole public golf course. Yountville is also proud to be home to the Veterans Home of California, a historic community of and for veterans dating back to the 1880’s.

The Town of Yountville, renowned for its world-class restaurants and award winning chefs, has earned the unofficial title of the Culinary Capitol of the Napa Valley. In fact, Yountville is considered by many food critics to be home to some of the finest restaurants in the world. Located within walking distance are well appointed hotels, small luxury inns, premium wineries, activities and shopping.

Yountville is also the home to the French Laundry, a Michelin 3-star restaurant, and boasts numerous other Michelin star rated restaurants. Yountville was named by Expedia as the 5th Most Beautiful Small Town in the US, and received recognition by USA Today as the 4th rated small town food scene, and was named as the second most “Splurge Worthly Destination” by Savour Magazine.

### About the Organization

The Town of Yountville is a California general law community governed by a five (5) member elected Town Council with a separately elected Mayor and four council members. The Town Council provides policy direction and appoints the Town Manager and contracted Town Attorney. Steven Rogers, an ICMA Credentialed Manager was appointed by the Council in 2007 and serves as Town Manager.

The Town Manager is responsible for ensuring that the policy direction provided by the Town Council is implemented and that the Town delivers its public services in a cost effective and efficient manner that reflects the unique character that is Yountville. The Town Manager prepares a proposed budget for the Town Council, is responsible for administration of the personnel system, supervises Town staff, and ensures staff provides the Town Council with comprehensive, detailed information related to the issues and decisions they face. The Town is a full service community using a hybrid service model of in-house employees and contracted service providers (public and private) to deliver its services.

The Town of Yountville is a leanly staffed organization with 27 full time employees and a number of seasonal and part time staff. The Town's operational departments include Administration, Finance, Town Clerk, Public Works (Engineering & Construction, Municipal Operations, and Waste Water Divisions), Planning & Building, and Parks & Recreation. Law enforcement services are provided under contract by the Napa County Sheriff Department and fire emergency medical services are contracted with Napa County Fire/Cal Fire. The Town operates two utility enterprise funds; Water and Waste Water.

The General Fund budget for FY2016/17 is a balanced budget with $9,811,400 in revenue and $8,831,519 in expenditures including debt service. The Town has numerous Capital Projects and community programs.

### Tentative Recruitment Schedule:

**Application Deadline:** April 10, 2017 at 5:00 p.m.

**Review of Application Materials:** April 10 - April 14

**Initial Interviews (may be in person or via Skype):** April 24 - 28

**Final Interview(s) if required:** May 5 - May 12

**Tentative Start Date:** July 5, 2017

The small scale of the organization allows the Fellow an incredible opportunity to be accessible and immersed in all ranges of local government! - Steve Rogers, ICMA-CM, Town Manager

### How to Apply

A Town of Yountville employment application is required and is available online at www.townofyountville.com. To be considered you must submit the following with your application:

- Cover letter explaining your interest in working in a small local government agency
- Resume
- A written work sample of your choice, and explain why you selected it.
- Three professional references
- Town of Yountville employment application

The Town of Yountville is an Equal Opportunity Employer (EOE)